

Minimum Qualification Specifications  
for the Classes:

ADMINISTRATIVE ASSISTANT V & VI

**Basic Education/Experience Requirements**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under General or Specialized Experience below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown, or any equivalent combination of training and experience.

Class Title	General Experience (Yrs)	Specialized Experience (Yrs)	Total Experience (Yrs)
Administrative Assistant V	1-1/2	2	3-1/2
Administrative Assistant VI	1-1/2	3	4-1/2

**General Experience:** Professional work experience which demonstrated the ability to write clearly and comprehensively such materials as reports, analyses, proposals, recommendations and justifications for actions or articles suitable for publication; read and interpret complex written materials such as federal and State laws, rules, regulations and/or program guidelines; resolve complex problems; express oneself orally in a clear

and persuasive manner in various situations; establish and maintain cooperative working relationships; and prepare operational and activity reports.

**Specialized Experience:** Professional work experience which demonstrated responsibility for planning and coordinating program activities and solving operational problems involving administrative processes and the relationships between programs. Such experience must have demonstrated administrative abilities by completion of assignments or projects which involved administrative problems (e.g., conducting studies and analyses of programs, projects and services to assess effectiveness, adherence to program directives and achievement of goals and objectives, resource needs, cost and benefit factors, and other essential management concerns and recommending alternative courses of action to resolve problems and increase the effectiveness of operations and other concerns). The experience must have demonstrated a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action, and the ability to read, comprehend and interpret complex material and draft comprehensive reports of findings and conclusions.

### **Substitutions Allowed**

1. A master's degree from an accredited college or university with a major in administration or management may be substituted for one (1) year of General Experience.
2. A Ph.D. degree from an accredited college or university in the fields specified above may be substituted for all of the required General Experience.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes ADMINISTRATIVE ASSISTANT V and VI, which were approved on February 3, 1999.

DATE APPROVED: 12/3/13

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